

PURPOSE

To establish a procedure for the Michigan Department of Health and Human Services (MDHHS) employee recognition processes.

PROCEDURE***To request a retirement letter signed by the governor:*****MDHHS Employee**

A MDHHS employee may submit a request for a retirement recognition letter for the governor's signature to the MDHHS Office of Communications. Please provide information about the retiring employee, as well as where and who to give the signed final letter to. All requests should be sent to MDHHS-recognition@michigan.gov.

Signed letters may either be mailed directly to the recipient, or picked up by the Office of Communications for distribution.

MDHHS Office of Communications

Upon receipt of the request, the Office of Communications will review and edit the letter, then send on to the governor's office for signature.

The Office of Communications will log and track all requests for retirement letters to ensure no duplication.

To request a retirement letter signed by the MDHHS director:**MDHHS Employee or MDHHS Human Resources**

MDHHS Human Resources sends a list of employee retirees to the Office of Communications monthly, and/or a letter is directly requested by an employee.

MDHHS supervisors of retiring employees will provide information about retiring employees when requested by the Office of Communications. Please include the following information:

- Years of service.
- Whether or not the employee worked on any special projects.
- Any comments or personal stories of exceptional work performance.

All requests should be sent to MDHHS-recognition@michigan.gov

MDHHS Office of Communications

Upon receipt of the request or list from Human Resources, the Office of Communications will either review and edit the letter, or contact the retiring employee's supervisor for more information.

Once final, the Office of Communications will send on to the director's office for signature.

The Office of Communications will log and track all requests for retirement letters to ensure no duplication.

All final letters will be mailed directly to the retiree or to the requestor.

CONTACT

For additional information, please contact the MDHHS Office of Communications at 517-241-2112.